

KentuckyHistoricalSociety

Kentucky Oral History Commission
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Kentucky Oral History Commission Grant Program Guidelines

The grant program of the Kentucky Oral History Commission provides assistance to both amateur and professional oral historians to conduct oral history research projects on topics of particular significance to Kentucky. Three grant categories—**project, transcription, technical assistance**—encourage statewide participation in the collection and preservation of historically valuable interviews.

PROJECT GRANTS

Project grants provide financial support to eligible institutions, organizations, and individuals conducting oral history research on specific topics of relevance to Kentucky history and culture.

Eligibility Requirements – The following may apply:

- Any nonprofit institution or organization with an existing oral history program.
- Individuals with documented training and/or experience in oral history, including Kentucky Community Scholars.
- Individuals with little or no experience in the practice of oral history who have obtained professional sponsorship. Prior to selecting a professional or institutional sponsor, applicants should contact the Commission for approval of sponsor's eligibility.
- Projects may not be funded if the applicant has an outstanding final report or delinquent interviews with the Commission

Amount of Funding – Funding requests may not exceed \$5,000. If at a future date additional funds are required, the Commission will consider applications for supplemental grants. All applicants are required to provide a 1-to-1 match. Matching funds must be equal to or greater than requested funds. In-kind costs (non-cash, such as donated professional services, office space, etc.) qualify as matching expense. KOHC funds may not be matched by KOHC equipment, funds, or staff time.

Calculating In-Kind Match—In-kind match may include donations of equipment, office supplies, travel, work space, or the monetary value of time contributed by professional and technical personnel and other skilled and unskilled labor, if the services provided are an integral and necessary part of the funded project. In-kind expenses must be recorded at the current fair market value (FMV) of the contribution. The value placed on donated services must be consistent with the rate of compensation paid for similar work in an organization or the labor market. The basis for determining the value of personal services, material, equipment and space must be documented.

- **Donated Time**—the cost of donated time by consultants or volunteers must be calculated at an hourly rate of service. If a FMV for these rates does not exist, the KOHC suggests **\$50 per hour of consultation** and **\$15 per volunteer hour**.
- **Equipment**—the cost of recording equipment will be designated at the FMV of the equipment of the same age and condition at the time of the request. The cost of other digital equipment required such as computers, printers, CD players and CD burners will be calculated at a fair rental value of the equipment.
- **Space**—donated space (office, work or interview space) should be calculated at the standard rental rate for size and use of comparable spaces if no rental fee is previously assigned to the specific space. If no value can be easily assigned (such as an in home office, etc..) you must use the following equation for the space: calculate the percentage of the home that is being used for office space compared to the square footage of the house. Calculate this percentage from your standard property overhead (property taxes, insurance, mortgage payments and utilities), calculate these numbers for the specific time designated in the office for your project—this is your donated home office space.

Example of donated home office space formula:

2,000 sq ft house
 200 sq ft office space
 = 10% deduction
 +Property taxes-\$500 per year
 +Property insurance-\$400 per year
 +Property mortgage-\$6,000 per year
 +Property utilities avg-\$2,400 per year
 = \$9,300 - %10
 Total office space cost \$930 per year
 Suggested office space use 10 days
 \$930 divided by 365 days=\$2.54 per day
 \$2.54 x 10 =\$**25.40 TOTAL IN-KIND MATCH**

Funding Priorities –Generally, applications are not limited to specific subjects. However, for funding exceeding \$1,500 the Commission normally gives primary consideration to the following areas:

- Subjects related to women's, ethnic, and minority history;
- Industrial and economic development
- Political, business, and cultural leaders
- Other topics of statewide significance

Items Eligible for Funding – Funding can be provided for the following:

- **Travel and Subsistence** – The Commission will consider funding both instate and out-of-state travel. Requests should reflect the following state reimbursement rates, check mileage rates here: <http://finance.ky.gov/internal/travel/> \$100 per night for lodging, and \$30 per day for meals for instate travel, \$100 per night for lodging, and \$36 per day for meals for out-of-state travel to locations designated high-rate areas (for a list of these areas contact the Commission). Funding in excess of state rates will be considered if sufficiently justified. Requests for air travel must reflect coach rates at the lowest fares considered practical for future travel.
- **Supplies** – In addition to general supplies (paper, labels, etc.), the Commission will support the purchase of audio and video recording media and audio recorders. The Commission will pay for the rental, not the purchase, of video equipment other than cassettes. Unless the applicant has a justifiable preference for particular media or recorders, the Commission may choose to supply the applicant directly with such equipment. Upon completion of the project, recorders purchased with funds provided through the grant program must be returned to the Commission. Please contact the Commission prior to application submission for a list of available recording equipment.
- **Telephone and Postage** – The costs of telephone calls and postage related to correspondence with interviewees or between interviewers and project directors/consultants are eligible for funding.
- **Stipends** – The Commission will fund \$60 per interview hour for a project interviewer with documented experience and/or training in oral history research. (NOTE: For projects involving a series of interviews with one individual, the interviewer will be paid per interview session.)
 In reviewing stipend requests in excess of the above, the Commission takes into consideration the complexity of subject matter and the experience and/or training of the interviewer.
 Applicants having additional personnel expenses are encouraged to develop other sources of income to complement the Kentucky Oral History Commission grant award.
- **Video-history** – The Commission encourages the use of video oral history only when the subject matter is considered appropriate to this method of documentation and the personnel are qualified. The Commission retains the right to decide whether or not proposed video history is justifiable.
 Video-history applications will be subject to the same \$5,000 request cap and 1-to-1 match required of other project grant applications. However, the Commission will consider items of expense in addition to those detailed above in acknowledgement of the diverse needs of a video-history project. Such items must be well justified in the proposal.
 All video-history applications will be subject to review by a panel of experts in the field of media production who will advise the Commission on the technical aspects of the proposal, specifically, the qualifications of personnel, quality, and suitability of equipment, and practicality of the work plan.

Items Ineligible for Funding – The following CANNOT be funded:

- Indirect costs
- Office rental expense
- Stipends for 1) project directors who do not conduct interviews and 2) secretarial/clerical personnel
- Equipment other than recording media and audio recorders. Specifically, the Commission will not fund the purchase of photographic equipment, computers, and video equipment
- Printing of promotional materials or other promotional activities
- Production costs directly related to audiovisual, television, or other media presentation. However, costs directly related to the collection of interviews, both audio and video, can be considered eligible regardless of said interviews' anticipated use of said interviews in media presentations

Funding Criteria – Applications are subject to the approval of the Commission. Commission members review applications according to the following criteria:

- Originality and quality of project proposal
- Historical value: define topic's significance to Kentucky history including specific timelines and events
- Sound fiscal and administrative procedures
- Grantee's past record of producing quality material
- Clear and carefully estimated budget
- Anticipated use in a publication, television production, or other presentation

To Apply – Application forms are available upon request from the Kentucky Oral History Commission office or can be downloaded in Adobe pdf format online at www.history.ky.gov.

Deadlines for submitting applications are: **March 1 and October 15.**

The applicant is required to provide the Commission with the original grant application signed in non-black ink without staples. Notification of the Commission's decision should be received within sixty days of the appropriate deadline.

Justifiable emergency proposals will be handled throughout the year. For purposes of application, a "justifiable emergency" is defined as health concerns of proposed interviewees. Prior approval of the Commission director is required before submission of such proposals.

NOTICE: If reapplying for a continuation of a project previously funded by the KOHC, applicant **MUST** treat the application process as if applying for a new grant. Please include information about previously funded project outcomes, but do not omit key application questions on the assumption the grant review committee will remember the previous application. The grant review committee changes panelists frequently.

For feedback on a developing KOHC grant application, please submit the application draft to the program coordinator at least 2 weeks prior to the grant deadline.

TRANSCRIPTION GRANTS

Transcription grants are available to support the transcription of existing oral history interviews located in Kentucky repositories whose subject matter is considered a priority research topic by the Commission.

Eligibility Requirements – Any Kentucky-based, nonprofit institution or organization with an existing oral history collection may apply. Individuals may also apply, but they must have a written agreement with an appropriate Kentucky repository for storage of and access to the interviews and transcripts. For a listing of Kentucky repositories, please contact the Commission. In lieu of a fiscal match requirement, the following are prerequisite to application:

- Interviews must be completed PRIOR to submitting an application. This is to insure that the interviews are of sufficient quality to justify transcription.
- Applicants must have access to a transcribing machine.
- The applicant must edit the transcripts either at the time of initial transcription or within five years. Plans for editing must be detailed in the application.

Amount of Funding – Grant requests may not exceed \$3,500. No matching support is required. In other words, the Commission will fund up to 100 percent of eligible expenses not to exceed \$3,500.

Items Eligible for Funding – Transcription grant funds may be used to support the personnel costs for producing a verbatim transcript by an experienced transcriptionist.

This is the only item of expense eligible for funding. Personnel costs related to editing a verbatim transcript are to be assumed by the applicant and are a condition of the grant. Stipends to be paid with Commission funds may not exceed a per interview hour rate of \$80. When justified, the Commission will consider higher rates per interview hour (e.g., poor sound quality, unique dialects, or tape distortions). Otherwise, applicants who need to pay transcribing personnel a higher salary are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.

The proposed transcriptionist is required to have sufficient transcribing experience. This experience does not have to be with oral history recordings, but can be derived from work in the legal or medical profession, or other professions that require transcription of meetings, public hearings, etc. If a transcriptionist is new to the Commission, it is suggested that applicants submit a sample transcript completed by the proposed transcriptionist. The Commission retains the right to reject an application if the qualifications of the transcriptionist are considered inadequate.

Funding Priorities – Generally, the Commission will consider transcription requests for interviews on any subject of significance to Kentucky. Subject areas normally designated priorities for transcription are as follows:

- Ethnic and minority history (including women)
- Kentucky political history
- Industrial and economic development
- Collections older than ten years or in fragile condition

Funding Criteria – Applications are subject to the approval of the Commission. The Commission members review applications according to the following criteria:

- Historical value: define topic's significance to Kentucky history including specific timelines and events
- Cost effectiveness;
- Research/publication potential.

To Apply – Application forms are available upon request from the Kentucky Oral History Commission office or can be downloaded in Adobe pdf format online at www.history.ky.gov.

Deadlines for submitting applications are: **March 1 and October 15.**

The applicant is required to provide the Commission with the original grant application signed in non-black ink without staples. Notification of the Commission's decision should be received within sixty days of the appropriate deadline.

TECHNICAL ASSISTANCE GRANTS

Technical assistance grants are non-cash grants which provide audio-recording equipment, recording media, and training to applicants. This grant category is designed to support local and community oral history projects undertaken by inexperienced individuals or organizations.

Eligibility Requirements – Any individual or organization conducting oral history research on the local or community level may apply. Applicants may include county historical societies, civic organizations, and teachers (grades nine through twelve only) using oral history in the classroom. No oral history experience or training is necessary.

Grant Award – Successful applicants receive the following:

- A minimum of one recorder and external microphone.
- All required recording media. The Commission will retain all original interviews and provide the applicant with two copies of each, one for the applicant to donate to a repository of their choice and one for the interviewee.
- Training and supervision by a member of the Commission's staff or other oral history professional assigned by the Commission. The degree of training and supervision will depend on the applicant's individual needs.

Award Criteria – Commission members review applications according to the following criteria:

- Historical significance of the subject. The Commission is particularly interested in how the interviews contribute to existing documentation on the selected topic.
- Anticipated use of interview material in some form of public presentation. Applicants are encouraged, but not required, to consider using collected materials in public presentations such as books, newspaper articles, or photographic exhibits.
- Degree of organizational or local interest in the proposed project.

To Apply – Application forms are available upon request from the Kentucky Oral History Commission office or can be downloaded in Adobe .pdf format online at www.history.ky.gov. Applications may be submitted at any time and are subject to approval of a subcommittee of the Oral History Commission. The applicant is required to provide the Commission with the original grant application signed in non-black ink without staples. Notification of the Commission's decision should be received within 60 days of submitting the application.

GENERAL INFORMATION FOR ALL GRANT CATEGORIES

The following information relates to all of the granting opportunities offered.

Deadlines – With the exception of technical assistance grants, application deadlines are October 15 and March 1 every year. All applications must be **postmarked** by the deadline. The completed application along with any required work samples and support materials must be received in the KOHC office within seven calendar days of the deadline date. If a copy of the completed application, work samples and/or support materials fails to arrive by the specified date your application will be eliminated from consideration.

How Decisions are Made - A qualified panel comprised of KOHC board and advisory committee members review the application and work samples according to the specific grant guideline requirements. The panel's recommendations are forwarded to the Commission Board for approval.

Crediting the Kentucky Oral History Commission and the Kentucky Historical Society - Grant recipients are, by definition, under contract to the Kentucky Oral History Commission and, as such, must give credit to the Commission and the KHS in all published materials and announcements (print and electronic) including web sites, advertising promotions, news releases, printed programs, catalogues, flyers, posters, literature, film/video credits, public broadcasts, and other publicity. Please contact KOHC staff for appropriate logos or wording of credits. It is important that the public be made aware of the use of tax dollars for oral history documentation. Failure to comply with this requirement could jeopardize future funding.

For grant assistance or technical questions applicants are encouraged to contact the program coordinator for the Kentucky Oral History Commission: Sarah Milligan at sarah.milligan@ky.gov or 502-564-1792 ext 4434

PRESERVATION GRANTS

Preservation grants are available to support the preservation of existing oral history interviews located in Kentucky repositories whose subject matter is considered a priority research topic by the Kentucky Oral History Commission or whose media is in threat of information loss or in a state of deterioration.

Eligibility Requirements – Any Kentucky-based, nonprofit institution or organization with an existing oral history collection may apply. Organizations not affiliated with an appropriate Kentucky repository for storage of and access to the interviews must have a written agreement with such an approved repository. For a listing of Kentucky repositories, please contact the Commission. In lieu of a fiscal match requirement, the following are prerequisite to application:

- Applicants must provide support for digital media upon migration completion (server space or good quality external harddrives).
- The applicant must review the completed digital files before submitting final reports. Plans for this review must be addressed in the application.

Amount of Funding –The Commission will fund up to 100 percent of eligible expenses not to exceed \$3,500. No matching support is required.

Items Eligible for Funding -- Preservation grant funds may be used to support the costs for producing a digital copy of analogue recorded-oral history interviews.

This is the only item of expense eligible for funding. Personnel costs related to reviewing the digitized collections as well as a costs for digital storage are to be assumed by the applicant and are a condition of the grant. Applicants in need of audio editing or restoration are encouraged to develop alternate sources of income to complement the Kentucky Oral History Commission grant award.

The proposed media preservation specialist must be able to satisfactorily prove experience with the latest standards of digital media preservation This experience does not have to be with oral history recordings, but can be derived from work in other audio fields such as music, radio, or field recordings. The proposed specialist **MUST** work with preservation standards and have experienced analogue -media specialists on staff. The KOHC retains the right to reject an application if the qualifications of the audio-transfer specialist are considered inadequate.

Funding Priorities –Generally, the KOHC will consider transcription requests for interviews on any subject of significance to Kentucky. Subject areas normally designated priorities for transcription are as follows:

- Ethnic and minority history (including women)
- Kentucky political history
- Industrial and economic development
- Collections older than ten years or in fragile condition

Funding Criteria – Applications are subject to the approval of the Commission. The KOHC members review applications according to the following criteria:

- Condition of the interviews
- Volume of requested use of the interviews
- Historical value: define the significance of the topic to Kentucky history, including specific timelines and events
- Cost effectiveness
- Research/publication potential

To Apply – Application forms are available upon request from the Kentucky Oral History Commission office or can be downloaded in Adobe pdf format online at www.history.ky.gov.

Deadlines for submitting applications are: **March 1 and October 15.**

The applicant is required to provide the KOHC with the original grant application signed in non-black ink and unstapled. Notification of the Commission's decision should be received within sixty days of the appropriate deadline.

PRESERVATION ASSISTANCE GRANTS

Preservation assistance grants are non-cash grants that loan audio preservation equipment and training to applicants in need of digitally migrating collections whose subject matter is considered a priority research topic by the KOHC or whose media is in threat of information loss or in a state of deterioration

Eligibility Requirements – Any organization with oral history interviews in their archival collection. Applicants may include county historical societies, libraries, and universities.

Grant Award – Successful applicants receive the following:

- A complete mobile digital workstation.
- Training and supervision by a member of the Commission's staff or other professional assigned by the Commission. The degree of training and supervision will depend on the applicant's individual needs.

Award Criteria – KOHC members review applications according to the following criteria:

- Historical significance of the subject. The Commission is particularly interested in how the interviews contribute to existing documentation on the selected topic.
- Anticipated use of interview material in some form of public presentation.
- Storage and Dissemination plan for newly created media.
- Amount of staff time available for digital migration process.

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